

Area Director Job Description

Overview

The purpose of this position is to champion the growth and development of YFC ministries in the EMENA area through the development and support of outstanding national leadership and the effective implementation of the YFC mission (Constitution Article II.) at the national level, the seven functions described within the YFCI Constitution, and the current YFCI Strategic Plan.

Youth for Christ

Youth for Christ is a missionary movement entrusted with a global vision and committed to a mission of youth evangelism, discipleship, social involvement and leadership development.

Vision: As part of the body of Christ, our vision is to see every young person in every people group in every nation have the opportunity to make an informed decision to be a follower of Jesus Christ and become a part of a local church.

Strategic Focus: Youth for Christ reaches young people everywhere, working together with the local church and other like-minded partners to raise up lifelong followers of Jesus who lead by their godliness in lifestyle, devotion to prayer, passion for sharing the love of Christ and commitment to social involvement.

Job Duties

A. National Programme Related

1. Ensures maintenance of strong, effective national boards for each existing national YFC programme.
2. As an ex-officio or official member of each national board s/he must be conversant with ministry development and offer advice and assistance, as each board requires.
3. Assists the national boards in conducting an annual ministry review, jointly with the national board and national director.
4. Assists the national boards and National Directors in drafting and updating a short term and long-term Ministry Strategy Plan.
5. Assists national boards in recruiting key national staff.
6. Personally visits national programmes as frequently as is feasible to review ministry, meet with the national board, encourage, counsel, motivate, pray and fellowship with the National Director and YFC personnel, assist in problem solving, planning, public relations, and public ministry.
7. Assists the national boards as necessary in setting their annual financial budgets and, where needed, assists in raising funds locally.
8. Channels information about national programme needs and concerns to the worldwide YFC family through YFCI HQ.
9. Raises outside funds for special national projects, as possible.
10. Pioneers YFC ministry into countries within the Area where there is no YFC ministry.

B. YFCI Related

1. Acts as liaison between national programmes and YFCI on virtually all matters.
2. Communicates YFCI policies, standards, plans and requests to the national programmes.

3. Supervises compliance with chartering requirements, handles chartering procedures, and recommends granting or termination of charter to the International Director for all national programmes in his Area.
4. Ensures optimum representation from national programmes at YFC International Convocations.
5. Provides Area contributions for YFCI publications.
6. Represents the interests of the Area at meetings of the World Leadership Team.
7. Coordinates and participates in area fundraising efforts for finances for YFCI master budget.
8. Represents YFCI and the Area in public functions worldwide.

C. Service Related

Staff

1. Provides and coordinates Area Training programmes for potential and veteran YFC staff, and encourages the development of strong national training departments.
2. Has a pastoral ministry of encouragement and challenge to Area staff.
3. Initiates and coordinates Area Staff Conferences for training, exchange of ideas, fellowship, planning, inspiration and spiritual refreshment.
4. Recruits expatriate staff for specific ministry opportunities in national programmes, as requested by national boards.

Materials

1. Facilitates the procurement of YFC material requirements and other ministry tools for national programmes.
2. Develops relevant materials to aid national programmes in ministry, training, fundraising, and public relations.

D. Administrative

1. Develops and maintains an adequate office, proper records, and any staff necessary for fulfilling responsibilities.
2. Submits an annual Area budget to the International Director, operates within financial limits approved by YFCI Board, and ensures an annual independent audit of Area books.
3. Develops and annually updates a three-year Strategy Plan for overall development of YFC ministry across the Area.
4. Submits a quarterly report to the International Director.

Reporting Relationships

The Area Director:

- Reports directly to the International Director
- Works in strategic partnership as a member of the World Leadership Team
- Is responsible for Area-level staff under his/her authority
- Has a formal relationship with the national YFC programmes, primarily through the National Director and the National Board (through the Board Chair).

Fiscal Expectations and Responsibilities

- Raise all funds needed to cover the cost of operating the Area, including his Personnel costs. (Area Support from YFCI and personal support raised by Area staff will supplement the Area Income.)
- Proactively participate in programmes and campaigns to raise funds for Mission fulfilment throughout the Area.
- Develop an annual budget proposal related to all areas of responsibility and once approved use it as a guide for action unless revised and approved.

Personal Development

- Maintain active participation in a local church and commitment to private times of Bible study and prayer in order to continue to grow spiritually
- Seek and recommend for approval training and other resources to enable professional growth in areas that will enhance abilities to fulfil the role of Training and Professional Development Coordinator.
- Continue to conscientiously seek to balance the role of Training and Professional Development Coordinator with family and other personal aspects of life.

Acknowledgement

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date:

Supervisor Signature

Date: